

**LVO Bargaining Unit (BU) Employees  
Important Return to Work Information  
Week 2020 (May 11, 2020)**



**We have established designated Entrances and Exits to LVO**

- Enter through Gehman Road and exit via Orchard Road

**Temperature Checks will be conducted at LVO, LVLC and MCC**

**\*If you have your own mask we ask that you please have the mask on before the Temperature Check tent.**

- LVO:** Employees enter through Gehman Road entrance  
**Parking Lot access begins at 5:30 a.m.**
- LVLC:** Employees use the parking lot on the East end of the building (facing LVO Final yard)  
Enter through door “Q” (double glass doors on the inbound side of the building)  
**Parking lot access begins at 5:00 a.m.**
- MCC:** Employees enter through main gate. Temperature checks will be completed at the guard station  
**Parking lot access begins at 5:45 a.m.**

**Face Masks**

As you have your temperature scanned, you will receive a welcome packet which will include:

- **One-week supply of face masks**
- **Two packs of anti-fog wipes**
- Important information about the temperature checks and face mask guidelines

**Where to enter the LVO facility**

- Conventional Line, Materials and Maintenance team members use **Gate 2** to enter the facility
- COE and EOL team members use **Gate 3** to enter the facility

**Reporting to your work Area**

- Upon entering the facility, please report directly to your workstation. Your Supervisor will welcome you and review return to work information.

**Cafeteria**

- Cafeteria service is temporarily suspended
- Employees should bring their lunch
- Vending machines will be available on the plant floor with social distancing protocols in place
- No outside food delivery will be permitted

**Start and Stop Times**

<p><b><u>Group1</u></b> CONV (Cab 1, ENG 1, Rough Side, Finish Side), Offline, LVO Material Conventional, LVO Material Flex(CONV), LVO Material VTL(CONV), LVO Material EOL/IMC, LVO Material-Rec-Suma, Paint (Offline, CONV, STA, SMF), Jockey Drivers, Quality-Material Inspectors</p>	<p><b><u>Group 2</u></b> COE (Cab 2, ENG 2, Rough, Finish Side), Paint – COE, Flex (COE), VTL (COE), LVO Material COE, LVO Material VTL (COE), LVO Material Flex (COE), CKD</p>	<p><b><u>LVLC</u></b> LVLC Materials – Inbound, LVLC Materials – MT Coordinators, LVLC Materials – Flex, LVLC Material Sequencing, LVLC Material – Outbound</p>
<p><b><u>First Shift: Start 6:30 a.m. Stop 2:30 p.m.</u></b></p>	<p><b><u>First Shift: Start 7:00 a.m. Stop 3:00 p.m.</u></b></p>	<p><b><u>First Shift: Start 5:45 a.m. Stop 1:45 p.m.</u></b></p>
<p><b><u>Second Shift: Start 3:30 p.m. Stop 11:30 p.m.</u></b></p>		<p><b><u>Second Shift: Start 2:15 p.m. Stop 10:15 p.m.</u></b></p>